

SEP 10 1952

Mr. Edward H. Trapnell  
Executive Secretary  
ICIS Subcommittee on Executive Order 10290  
Room 1318, Department of Justice  
Washington 25, D. C.

Dear Mr. Trapnell:

It is regretted that reply to your letter of 12 June 1952 concerning your review of CIA Regulations for the security of classified documents has been delayed.

From the inquiries made in your letter, it is believed you do not have an up-to-date copy of the security regulations of this Agency. Comments are made below in the same order in which you set forth the points in your letter.

(1.) Declassification procedure is covered in 10-6 J. of the enclosure.

(2.) Periodic security indoctrination of employees is conducted by the Security Office of this Agency. In addition all new employees are required to attend a basic security indoctrination as called for under 10-3 B.

(3.) The Security Office, since the establishment of this Agency, has on a continuing basis conducted unscheduled security inspections. These inspections are not confined to working hours but are also made at night and during weekends. In addition, each major area of CIA has been required to establish a Security Officer who is responsible for seeing that all pertinent provisions of the Security Regulations are applied by his office. Portions of the enclosure which will be of interest in this connection are 10-5 D.; 10-6 L. (11); 10-6 Q. (1), (2), and (5); 10-6 R. (1) and (2); and 10-6 S.

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Your comment concerning the usefulness of a specific classification guide is concurred in; however, practical difficulties exist in compiling such a guide for this Agency. The outstanding impediment in attempting to categorize areas of classification is the fundamental requirement that sources and methods of intelligence must be protected. The sensitivity of a source must be determined by the originating office and not infrequently, as you can appreciate, material, which substantively would be classified Confidential, must, because of source protection, receive a Top Secret classification. The feasibility of establishing area guides for classification has been and will continue to be explored by this Agency. Any method which will result in greater accuracy in classification will be immediately adopted.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Sincerely yours,

SIGNED

Sheffield Edwards  
Colonel, GSC  
Security Officer, CIA

Encl:  
Security Manual

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